

# PM Board Package Preparation



**Cathy Johnston**  
**Personnel Management Specialist**  
**Cathy.johnston@us.army.mil**  
**<https://www.perscomonline.army.mil/opfam51/mbmain.htm>**



# Product/Project Manager

## ✓ **No Mobility Agreement**

- Regionalization in Effect
- Relocation Bonus

## ✓ **Announcement out next week**

## ✓ **Boards**

- Dec 04 - Product Manager
- Jan 05 - Project Manager



# Application Package Preparation

## ✓ Announcement

- **Special Requirements/Forms**
- **Checklist for Application Review before mailing**

## ✓ Documents

- **Signed ACRB**
- **Resume**
- **6 Most Recent Evaluations and Support Forms**
- **Senior Rater Potential Evaluation (SRPE)**
- **Regionalization Form**
- **Most recent non-award SF-50 (Notification of Personnel Action)**



# Tips and Tricks

## ✓ **Timing is everything**

- **Review announcement often**
- **Mail application in advance of closing date**

## ✓ **ACRB**

- **Edit awards**
  - **Describe in resume**
- **Edit Leader Training**
- **Use descriptive Duty Titles in Work History**
- **Review educational levels/schools for accuracy**
- **Review Certifications for accuracy**
- **Personal information should be accurate (fax #, e-mail address (IDP))**



# Tips and Tricks (Con't)

## ✓ Resume

- **Complexity (people & money), Scope, Controversy, Consequence of Error, Creativity, Timeliness, Nature of the Result**
- **Common Abbreviations acceptable**
  - **Acronyms/Abbreviations not commonly understood should not be used**

## ✓ Evaluations

- **Be specific**
  - Tell what **YOU** did
  - Tell exactly **HOW** you did it



# Tips and Tricks (Con't)

## ✓ Senior Rater Potential Evaluation (SRPE)

### ➢ Tips for completing the SRPE

- Work w/your Supv and Sr Rater in advance
- Make sure comments reflect potential
- Comments that are program (PM) specific are useful to the board
- What is your standing in the Senior Rater's Profile?

## ✓ Administrative Issues

- Original Signatures
- Complete evaluations
- Matching dates
- Senior Rater IS the Senior Rater
- Discrepancies explained



# Questions

